



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227-3152

IMEU-KAI-EO

MEORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaint Procedures

1. Reference: Chapter 6, AR 600-20, Army Command Policy.
2. This policy applies to all Soldiers and Family Members assigned to the United States Army Garrison Kaiserslautern. In issues of discrimination not related to employment, this policy also applies to Department of the Army Civilians (DAC) and Family Members of USAG Kaiserslautern.
3. The Equal Opportunity Program requires the constant attention of Commander and Leaders at all levels. They must ensure that its members are fully aware of the procedures for obtaining redress of complaints, including those against members of the chain of command. These procedures will be in writing and displayed at all times where unit members have access to them.
4. How and by whom the complaint is formally processed is a command responsibility. Commander or Supervisor will:
 - a. Ensure all members of the United States Army Garrison Kaiserslautern are afforded the opportunity to submit EO complaint without fear of reprisal or any unfavorable action being taken against them.
 - b. Ensure individuals are afforded the opportunity to present discrimination complaint to the chain of command or the Equal Opportunity Office.
 - c. Ensure the Chain of Command or staff agencies receiving the complaint conduct an informal inquiry into the allegations to determine if the complaint has merit, and if so, assist the commander in revolving the complaint at the lowest possible level.
5. Discrimination and sexual harassment are command problems as well as individual problems. I expect all personnel to accept this responsibility and report any inappropriate behavior

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immediately through their chain of command. Should this course of action be impossible, then the complainant should seek assistance from the Community Equal Opportunity Office.


MICHELLE B. HALE
LTC, OD
Commanding

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